

# Grant Writer

- Job Type:** Volunteer – Remote or Hybrid
- Location:** 124 Merton Street, Suite 401, Toronto, Ontario, M4S 2Z2  
(5-minute walk from Davisville Subway Station)  
Working in the office is optional.
- Commitment:** 3-5 hours / week

## About Asthma Canada

For nearly 50 years, Asthma Canada has been the trusted voice for Canadians living with asthma. As the only national organisation solely dedicated to helping all Canadians affected by asthma and respiratory allergies, we are committed to improving the lives of those in the asthma community through education and support services, advocacy and research. We hope to one day see a future without asthma. Please visit our website at [www.asthma.ca](http://www.asthma.ca) to learn more.

## Position Overview

Asthma Canada is seeking a dedicated and skilled volunteer Grant Writer to join our team. The ideal candidate will play a crucial role in securing funding through the research, development and submission of foundation and corporate grant proposals. This volunteer position is an excellent opportunity for an individual who is passionate about health advocacy and endeavours to make an impact through a meaningful cause. It's an exciting time to join the Fund Development Team, as Asthma Canada is expanding its reach and actively building its fundraising pipeline.

## Key Responsibilities

- **Research and Identify Funding Opportunities**
  - Familiarize yourself with Asthma Canada's grant calendar and identify upcoming proposal deadlines.
  - Search through Canadian proposal platform, Grant Connect, to supplement foundation and corporate opportunities not already in the calendar.
  - Stay informed about grant-making trends and opportunities in the health and non-profit sectors.
- **Grant Proposal Development**
  - Work closely with the leadership team to understand organizational priorities and funding needs.
  - Craft clear, compelling, and well-researched grant proposals, ensuring alignment with the organization's mission and objectives.
  - Tailor proposals to meet the specific requirements of each funding opportunity.
- **Grant Reporting**
  - Assist in the preparation of grant reports, providing updates on project progress and outcomes to funders.

## About You

The ideal candidate will be self-motivated, independent, adaptable, and empathetic. Additionally, this candidate would be:

- An effective communicator, both in writing and verbally. You should be comfortable conveying complex ideas, including Asthma Canada's mission, clearly and persuasively to potential funders.
- A keen researcher, continuously looking for grant opportunities in the healthcare sector and gathering data to support your proposals.
- A creative thinker, developing unique narratives for innovative proposals that stand out amongst competitors.
- Attentive to detail, ensuring accuracy and completeness of budgets and compliance with guidelines.

## Experience

Knowledge of the following skills and industries is an asset:

- Previous experience in grant writing or related field.
- Keen understanding of health-related issues, especially asthma and respiratory allergies.
- Familiarity with non-profit sector.

## Benefits

Joining Asthma Canada in this capacity will give you the opportunity to:

- Gain hands-on, professional experience in grant writing and fundraising within the non-profit sector.
  - We are also considering students or graduates of fundraising or non-profit management programs.
- Contribute to a meaningful cause and positively impact the lives of the 4 million Canadians living with asthma.
- Volunteer in a flexible, remote or hybrid work environment.

## How to Apply

Interested candidates are invited to submit their resume and a brief cover letter outlining their interest and relevant experience to [cwang@asthma.ca](mailto:cwang@asthma.ca). Please include "Grant Writer Application - Asthma Canada" in the subject line.

**Application Deadline:** December 15, 2023

Asthma Canada is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. Thank you for your interest in supporting Asthma Canada's mission.